



Job Announcement

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Opening Date:	October 5, 2007	Closing Date:	October 19, 2007
Job Title:	Recordation Clerk I	Position Type:	Regular Full Time
PIN:	083597	FLSA Status:	Non-Exempt
Location:	Circuit Court for Carroll County Westminster, Maryland	Grade/Entry Salary:	J05 \$26,504 - \$31,368 (Depending on Qualifications)
Financial Disclosure:	No		

Regular State employees subject to promotion/demotion policy

Essential Functions: This is specialized work in the Land/License Section in the Circuit Court for Carroll County. Operates a personal computer, document scanning equipment and a variety of other office machines including cash register, typewriter and photocopier. Accepts land instruments for recordation. Calculates and collects fees and taxes according to a schedule of fees. Prepares and issues licenses at the counter by typing the proper forms and collecting fees. Administers oaths of office. Types correspondence by using a computer keyboard or typewriter. Maintains various business machines. Scans, indexes, records and proof-reads land records for correct spelling and generally checks for errors. Also cross trains and assists in other sections of the Circuit Court Clerk's Office.

Education: High School Diploma or GED.

Experience: Two years of general clerical experience.

Skills/Abilities: Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret comments and notations and record essential information. Ability to set priorities and process multiple duties and responsibilities. Ability to apply job related codes, policies, procedures, rules, regulations and laws as required. Must be able to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing and alphanumeric data entry test not to exceed 5 minutes. Ability to perform basic mathematical calculations. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN, and location. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Donald Sealing II, Clerk of the Circuit Court
Circuit Court for Carroll County
55 North Court Street, Room G-8
Westminster, Maryland 21157

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Applicants must be United States citizens or eligible to work in the United States.